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RECORDS MANAGEMENT DIVISION

FEB 18 1955

MS-384

MEMORANDUM FOR: Chief, Far East Division, DD/P

SUBJECT: Establishment of Position of Records Management Officer, Far East Division

REFERENCE: Memorandum from Chief, Far East Division to Chief, Management Staff, dated 26 January 1955, subject as above.

1. Recent discussions between the Chief, DD/P Admin and the Chief, Management Staff relative to the implementation of the Agency Records Management program within DD/P components, has resulted in an agreement that Management Staff will conduct a review of the DD/P Records Management personnel requirements and recommend appropriate action.

2. Additional discussions with the Chief, Foreign Intelligence Staff reaffirmed the need for such a survey, including a clarification of the responsibilities of the Records Management Branch, Management Staff, the Records Integration Division, PI Staff, and the proposed and establishment of full-time Records Management Officer in the Area Divisions and Staffs of DD/P. Initiation of the survey is now pending word from the Chief, PI Staff, and the naming of his representative on the Survey Team.

3. The above mentioned study without doubt will impinge upon Records Management Programs within Divisions and Staffs. Theoretically the study in response to RI ought to precede activity in any one Division. However, considering the Area as a whole, it doubtless will be advantageous to start Division scrutiny to subsequently fit in with the RI study and thereby put ourselves further ahead of the game.

Accordingly, the request here is authorized with these provisos:

- a. That this activity be viewed as temporary to fit in with the basic study of RI.
- b. That this FE activity be conducted under the technical guidance of the Records Management Branch of the Management Staff.

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Chief, Management Staff

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C/PI Staff, DD/P - C/M/C, Pers.

C/Records Mgmt. Br., Mgt Stf - Mgt Stf.

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